

**U.S. DEPARTMENT OF ENERGY**  
**REPORTING REQUIREMENTS CHECKLIST**

1. PROGRAM/PROJECT TITLE

2. IDENTIFICATION NUMBER

3. PARTICIPANT NAME AND ADDRESS

4. PLANNING AND REPORTING REQUIREMENTS

A. General Management

FREQUENCY

- ☐ Management Plan  
(requires COR approval)
- ☐ Status Report
- ☐ Summary Report

B. Schedule/Labor/Cost

- ☐ Milestone Schedule/Plan
- ☐ Labor Plan
- ☐ Facilities Capital Cost of Money Factors Comp.
- ☐ Contract Facilities Capital and Cost of Money
- ☐ Cost Plan
- ☐ Milestone Schedule/Status
- ☐ Labor Management Report
- ☐ Cost Management Report

C. Exception Reports

- ☐ Conference Record
- ☐ Hot Line Report

D. Performance Measurement

- ☐ Management Control System Description
- ☐ WBS Dictionary
- ☐ Index
- ☐ Element Definition
- ☐ Cost Performance Reports
- ☐ Format 1 - WBS
- ☐ Format 2 - Function
- ☐ Format 3 - Baseline

E. Financial Incentives

FREQUENCY

- ☐ Statement of Income and Expense
- ☐ Balance Sheet
- ☐ Cash Flow Statement
- ☐ Statement of Changes in Financial Position
- ☐ Loan Drawdown Report
- ☐ Operating Budget
- ☐ Supplementary Information

F. Technical

- ☐ Notice of Energy RD&D Project (Required with any of the following)
- ☐ Technical Progress Report (Annual Accomplishment Report)
- ☐ Draft for Review
- ☐ Final for Approval
- ☐ Topical Report
- ☐ Final Technical Report
- ☐ Draft for Review
- ☐ Final for Approval
- ☐ Software
- ☐ Other (Specify)

G. Environment, Safety & Health

- ☐ (Specify)

5. FREQUENCY CODES

- |                                     |                      |  |
|-------------------------------------|----------------------|--|
| A - As Required                     | BM - Bi-Monthly      | S - Semi-Annually                                      |
| C - Change to Contractual Agreement | M - Monthly          | X - With Significant Changes                           |
| F - Final (end of effort)           | O - Once After Award | Y - Yearly or Upon Renewal/Revision of Task Assignment |
| D - Daily                           | Q - Quarterly        |  |

6. SPECIAL INSTRUCTIONS (ATTACHMENTS)

- |  |   |
|--|---|
| <input type="checkbox"/> Report Distribution List/Addressees | <input type="checkbox"/> Analysis Thresholds      |
| <input type="checkbox"/> Reporting Elements                  | <input type="checkbox"/> Work Breakdown Structure |
| <input type="checkbox"/> Due Dates within _____              | <input type="checkbox"/> Other (s)                |

7. PREPARED BY

8. REVIEWED BY

\_\_\_\_\_  
(Signature) (Date)

\_\_\_\_\_  
(Signature) (Date)

**REPORT DISTRIBUTION LIST**

Report	Form No.	Frequency	Copies.	Address
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Technical/Other:

Report	Form	Frequency	Copies.	Address
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Environment, Safety & Health:

Report	Form	Frequency	Copies.	Address
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LIST OF ADDRESSEES

A.

B.

C.

D.

# REPORTING REQUIREMENTS CHECKLIST

## PURPOSE

The checklist identifies and communicates additional reporting requirements, which are not otherwise set forth in DOE contractual agreement. It will be included as part of the contractual agreements. The checklist will be completed for each contract or financial incentives agreement. If necessary, special instructions may be appended to modify the checklist to adapt it to specific situations.

## INSTRUCTIONS

- |         |   |  |
|---------|---|--|
| Item 1. | Enter the title of the project as indicated in the procurement request, contract, interagency agreement, initiating memorandum, or official award, as appropriate.  | Note: Frequency codes represent specific reporting frequencies for each selected report. The frequencies are recommended in the solicitation and negotiated prior to award. The number of copies required and the addressees are similarly finalized prior to award. |
| Item 2. | Enter the identification number of the procurement request, contract award, or financial incentives agreement, as appropriate.  |  |
| Item 3. | Enter the name and address of the participant.  | Item 5. This item lists the possible frequency codes to be applied in the selection of reporting requirements.   |
| Item 4. | Check spaces to indicate plans and reports selected. For each reporting requirement selected, indicate the frequency of delivery using one of the frequency codes from Item 5. The addressees to whom reports will be sent and the total number of copies required will be referenced in an attached coded distribution list. | Item 6. Attach special instructions as necessary. Check the appropriate box(es).   |
|         |   | Item 7. Signature of person preparing checklist and the date prepared.   |
|         |   | Item 8. Signature of person reviewing the checklist and date reviewed.   |